

Education Center

ASLD Required Paperwork Checklist

Due Date	Item	Description	Check Off
June 20th	Biennial Plan of Work (A business plan)	Presents estimated District conservation workload for the next two years. Provides a basis for the District budget. Demonstrates financial need to legislators, the ASLD, and other state agencies.	
June 20th	Biennial Application for State Supplemental Funds	Two-sided form: 1. State 2. District: four fiscal year columns covering revenues, expenditures, and balances. Used in ASLD budget preparation to justify State supplemental funding for NRCDs.	
July 20th	Annual Financial Report (In a standard format)	Is a separate document from the Annual Report, but can be included in it. Reflects statement of revenues, expenditures, and final balances of all monies received and expended by the District.	
July 20th	Annual Report	Details for the Legislature, Congress, ASLD, NRCS, Cooperators, and the public the District's accomplishments over the past year. In addition, it accounts for both public funds and the District's own money spent during the year.	
Once, unless changes	Meeting Location Notice	Disclosure statement as to where meeting notices will be posted.	
Monthly /Per Meeting (24 hours before meeting)	Meeting Agenda	A notice for each meeting must be posted with the agenda in the stated location 24 hours prior to the meeting. A copy must also be provided to the ASLD for filing purposes.	
Monthly/ Per Meeting (72 hours/3 working days after meeting)	Meeting Minutes	Must be available for public inspection in proper form within 72 hours (3 working days) after meeting. Within that 72 hour time frame a copy must also be provided to the ASLD for filing purposes. Minutes should provide a description of matters discussed or considered and an accurate description of all legal actions proposed, discussed, or taken.	
First Saturday in May – Even numbered years	Elections	Many requirements. Information will be provided in the future.	